

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-15	Effective Date: 08/11/04	Revision Date: 08/02/04
Subject: Community Relations		

I. Policy Statement

The Division will coordinate with community agencies and develop organized activities to inform and educate the public about Division facilities and programs.

II. Rationale

Coordination and collaboration with community agencies is important to maintain positive working relationships. Accurate information regarding Division programs and “Mission, Vision, and Core Values” is necessary to improve community awareness and community relations.

III. Definitions

“GRAMA” is the Government Records Access and Management Act in the Utah State Code. The ACT requires the classification of records to balance the right-of-access to public information with the right-of-individual privacy.

IV. Procedures

- A. The Director or a designee will meet regularly with the Board of Juvenile Court Judges, the Executive Management Team of the DHS, the Utah Commission on Criminal and Juvenile Justice, the Utah Board of Juvenile Justice and Delinquency Prevention and other agencies, as needed.
- B. Division staff will participate in relevant meetings with the Board of Education, county human services, community councils, citizen groups, and other related agencies, as needed. The Division, as appropriate, will honor requests for staff participation from these groups.
- C. Program and facility administrators will meet regularly, and as needed, with representatives of the Juvenile Court, law enforcement, and other allied agencies regarding policy development, service planning and coordination of services.
- D. When a community agency requests the Division to release information, the Division and or program/facility director will utilize GRAMA to determine whether or not the information is releasable. Releasable information will be provided.
- E. Under the supervision of the deputy director and with guidance from the Division Director and assistant program directors, Division staff will conduct community relation’s activities to inform and educate the public, law enforcement, media,

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colleges and universities, courts, and allied agencies of the Division's work, programs and philosophies.

- F. Individual facilities or programs will designate staff to coordinate community relation's activities for that facility or program to include, but not limited to, public speaking, presentations, interviews, and tours.
1. In accordance with the Division Code of Ethics, V.B.4. "Employees who accept invitations to address special interest groups, conferences, conventions, etc., where the responsibility is clearly to present information regarding any dimension of operations of the Division, must have prior approval from their program director."

V. Continuous Renewal

This policy shall be reviewed five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date